

# IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼

## HUMAN RESOURCES ENTERPRISE

### CHIEF INVESTMENT OFFICER

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#### DEFINITION

Under general direction of, and through accountability to, the Chief Executive Officer of the Iowa Public Employees' Retirement System (IPERS), administers the investment program of IPERS and performs related work as required.

**The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.**

#### WORK EXAMPLES

Develops and implements IPERS' Investment Policy, as adopted by the IPERS Investment Board; effects the ongoing review and oversight of its execution, including, but not be limited to, risk budgeting and trust fund asset allocation analysis.

Administers, through an investment staff, the investment program in accordance with IPERS' Investment Policy and with applicable State and Federal laws; directs investment manager and consultant searches, negotiates investment contracts and agreements, monitors investment managers and consultants, evaluates investment performance and compliance with fiduciary standards.

Supervises and evaluates the work of investment staff, effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel, and related policies and procedures; ensures development and implementation of training for staff.

Effectively recommends investment division staffing plan, organization, and internal policies to support IPERS' investment goals in conjunction with overall agency goals.

Contributes to the development and implementation of agency policy with the CEO and other management staff. Monitors and comments upon investment and economic developments which may impact IPERS or public employee retirement systems in general. Coordinates investment goals with benefit planning; reviewing the impact of existing and proposed benefits upon the Trust Fund and projected Fund earnings

Drafts, interprets and provides information related to proposed legislative changes involving IPERS' investments and other retirement matters. Presents information on IPERS' investment program at various meetings. Represents IPERS at various industry, regional or national meetings pertaining to the System's investment programs or public employee retirement systems in general.

#### COMPETENCIES REQUIRED

Extensive knowledge of investment concepts, strategies, styles, and analytical methodologies for total portfolio management.

Knowledge of statistical concepts, methods, and models, and their application to investments.

Knowledge of global and domestic macro economic and capital market issues relating to investments.

Knowledge of state and federal laws, regulations, standards, and policies governing public retirement trust funds.

Knowledge of the principles of administration and management including such areas as budgeting, planning, coordination, and personnel supervision including assignment of work and evaluation of work performed, mentoring, and motivating staff to meet department goals and objectives.

Knowledge of the role of actuarial concepts in funding retirement plans and providing for payment of promised benefits.

Knowledge of the principles of administration and management including such areas as budgeting, organization, planning, coordination, and personnel.

Knowledge of the principles and methods of supervision including assignment of work, evaluation of work performed, and basic employee relations.

Ability to establish program objectives or performance goals and to assess progress toward their achievement.

Extensive skill in effective written and verbal communications, including preparing and delivering complex correspondence, reports, presentations, policies and proposals.

Ability to promote and maintain harmonious working relationships with the Boards, co-workers, agency staff, state leadership, legislators and their staffs, and external contacts, and to work effectively in a professional team environment.

Ability to coordinate the work activities of investment program with other managers and staff of the Department, and to deal effectively with persons representing divergent backgrounds, interests and points of view.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

#### **EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

Graduation from an accredited four year college or university with a degree in Business Administration, Accounting, Economics, Finance, or a closely related field, and seven years full-time experience in multiple asset class investment portfolio management or manager evaluation with a pension plan, endowment or related financial institution;

OR

graduation from an accredited college or university with a master's degree in Business Administration, Accounting, Economics, Finance, or a closely related field, and five years full-time experience in multiple asset class investment portfolio management or manager evaluation with a pension plan, endowment or related financial institution.

Effective Date: 2/07 VA